

Post:	Policy and communications officer
Job purpose:	To contribute to the delivery of the RJC's communications, marketing, stakeholder engagement and policy development work.
Salary:	£25,250 per annum plus 7% pension contribution
Hours:	Full time (37.5 hours per week)
Location:	London

Job description

The core responsibilities of this post are:

- To build and maintain strong relationships with the RJC's stakeholders.
- To provide pro-active and reactive media relations, including scoping contacts and pitching news stories with national, local and trade press.
- To develop, create content for and monitor the RJC's social media presence.
- To proofread and format documents and manage the production of printed materials, including liaising with printers, designers and proofreaders.
- To develop and deliver events for the RJC's stakeholders and members.
- To represent the RJC publicly and promote the work of the RJC in a range of forums, including in meetings, at conferences and at other events.
- To create high quality copy for all RJC communications channels, including Resolution magazine, members' bulletins and other publications.
- To source, interview and write up case studies.
- To contribute to the RJC's policy development work, including carrying out policy relevant research and developing briefings and consultation responses.
- To update, maintain and create content for the RJC's website.
- To promote the RJC and its products and services to members, the restorative practice field and more broadly.
- To support the RJC's fundraising and income generation work, including contributing to the development of funding bids.
- To carry out any other duties, as required by the post.

Person specification

Essential

1. Excellent written and verbal communication skills, including the ability to write clearly and compellingly for a range of audiences.
2. Strong attention to detail.
3. Experience of organising events.
4. Experience of proactive and reactive media relationship, including pitching news stories with national, local and trade press.
5. Experience of using social media in a professional context (including Twitter, Facebook, and LinkedIn).
6. Ability to conduct policy-relevant research and produce consultation responses or other policy documents.
7. Experience of developing productive relationships with stakeholders.
8. Ability to work effectively under pressure and to tight deadlines.
9. Ability to organise and prioritise your own workload.
10. Strong IT skills and the ability to apply them to new and bespoke systems.
11. Strong team working and interpersonal skills.
12. Commitment to restorative principles.

Desirable

1. Previous experience in a press, communications, journalism or marketing role.
2. Experience of maintaining and updating websites, using Drupal or an equivalent content management system.
3. Experience of using Adobe InDesign and Adobe PhotoShop or equivalent software.
4. Experience of fundraising.
5. Experience of using Microsoft SharePoint.
6. Knowledge of restorative justice in practice and theory.
7. Understanding of the criminal justice system and other sectors relevant to restorative practice.

Employment information

This section summarises basic information about employment terms and conditions. Full terms and conditions will be included in the contract of employment that will be offered to the successful applicant. This summary does not form part of a subsequent employment contract.

Location

The RJC's office, where this post is based, is currently at Beacon House, 113 Kingsway, London, WC2B 6PP. The role may involve some travel and occasional overnight stays.

Hours of work

Full time hours are 37.5 hours per week, Monday to Friday. Core hours are 10am-4pm. Start time can be from 8am and end time can be up to 6.30pm. Some work outside of these hours may be necessary. Job share applicants are welcome to apply.

Benefits

The salary for this post is £25,250 per annum. Salaries are paid monthly in arrears, at the end of the month.

The annual leave entitlement is 25 days, plus statutory holidays.

The RJC will make a pension contribution equivalent to 7% of gross salary.

Contract type

The contract is permanent.

Probationary period

There will be a probationary period of three months.